

5 January 1977

MEMORANDUM FOR: Deputy Director for Operations  
FROM : John F. Blake  
Deputy Director for Administration  
SUBJECT : Dinner for Mr. Bush, 24 January 1977  
REFERENCE : DDA Memo (76-6351) to DDI, DDO, DDS&T;  
dtd 22 December 1976; Same Subject

1. The planned amenities in connection with the departure of Mr. Bush remain as reported to you in my memorandum of 22 December.

2. The guest list for the dinner on Monday, 24 January 1977, has now been compiled. The list has been prepared on the same protocol basis as the previous dinner for Mr. Colby.

3. The organizational structure of the DDO does present us a problem in light of the total seating constraints we have available for the dinner. There are a total of 19 DDO Division and Staff Chiefs, but we must limit the total attendance to no more than 14. Therefore, will you please, at your earliest convenience, have your secretary contact [REDACTED] in my office and identify the 14 individuals to whom invitations should be sent. In order to ensure as much consistency of rank among those in attendance, may I suggest that all your Division Chiefs receive an invitation.

/s/ John F. Blake

John F. Blake

Att

Distribution:

Orig - DDO w/att

RECORDED

1 - DDA Subject

Approved For Release 2002/01/08 :CIA-RDP80-00473A000300060004-3 IMPDET  
DDA:JFBLake:der 11/5/77 CL BY [REDACTED]

25X1A

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DD/A Registry

File 0 & M!

4 January 1977

MEMORANDUM FOR: Director of Central Intelligence  
 FROM : John F. Blake  
 Deputy Director for Administration  
 Hank:

1. The attached proposed guest list for the Director's Dinner on Monday, 24 January, includes 74 names. 74 really is two beyond the maximum capacity. In addition to that, Jennifer has suggested that Mr. Bush would appreciate having Karen and Debbie present.

2. I have talked to [REDACTED] and we both are of 25X1A the opinion that the inclusion of [REDACTED] the next ranking 25X1A officer, would be sufficient. I believe this is right because basically this dinner is a CIA affair and not a Community affair. The NIO's work for the DCI as opposed to the Executive Head of the CIA. If we were to have five or six NIO's, then we should probably take another look at the representation from the Intelligence Community Staff. Pretty soon, this thing would be out of control. To add further to the complications I believe, in fairness, that the SIGINT Task Force, Messrs. [REDACTED] Hirsh, should be invited.

3. I believe the constructive solution to this problem is as follows. Looking at it from the Directorate point-of-view DDO, because of their large staff structure, comes out at 19 people. In descending order it is DDI with 15, DDA with 10 and DDS&T with 8 people. I suggest we tell Bill Wells the maximum DDO representation would be 14, and Division Chiefs should automatically receive invitations and then leave it to him to extend the remainder to his Staff Chiefs. By so doing we then will be able to accommodate [REDACTED] Karen and Debbie, and [REDACTED] and Hirsh.

25X1A

/s/John F. Blake

John F. Blake

Att

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 X - DDA Subject w/att  
 1 - JFB Chrono w/o att

25X1A

STATINTL

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**Next 1 Page(s) In Document Exempt**

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DD/A Registry

File 0 FM 1

DD/A Registry

76-6490

Employee Bulletin: Director's Reception

F. W. M. Janney  
Director of Personnel  
[REDACTED] Headquarters

100-1076

STATINTL

25X1A

Deputy Director for  
Administration  
[REDACTED] Headquarters

25X1A

Regulations Control  
Branch  
[REDACTED]

25X1A

Your review and approval  
are requested to publish the  
attached Employee Bulletin  
regarding Mr. Bush's recep-  
tion in the Rendezvous Room  
on 19 January 1977. The time  
allocations by directorate  
were worked out by [REDACTED]  
Office of Logistics, and  
closely follow those used in  
scheduling Mr. Colby's recep-  
tion last January.

STATINTL

E. W. M. Janney

APPROVED: /s/ Michael J. V. [Signature]

A Deputy Director  
for  
Administration  
4 JAN 1977

Distribution:

Orig - RCB/DDA  
2 - DDA *subj*  
1 - D/Pers  
2 - C/BSD (1 w/held)

STATINTL OP/BSB [REDACTED] gec (29 Dec 76)

## DRAFT EMPLOYEE BULLETIN

## DIRECTOR'S RECEPTION

1. All employees are invited to attend a reception in honor of Mr. and Mrs. George Bush in the Rendezvous Room on 19 January 1977 from 1400 hours until 1710 hours. In order to avoid undue delay and to give everyone an opportunity to bid farewell to Mr. Bush, employees are asked to attend according to the following schedule:

Directorate of Operations	1400 to 1450 hours
Directorate of Administration	1500 to 1535 hours
Directorate of Intelligence	1545 to 1625 hours
Directorate of Science and Technology	1635 to 1655 hours
Other Staffs and Offices	1655 to 1710 hours

2. Special transportation has been arranged for employees working outside the Headquarters Building as follows:

<u>Area</u>	<u>Special Transportation</u>	
Rosslyn	3 commercial buses will make 2 round trips each, departing from the front of Ames Building at 1430 hours and at 1455 hours	
C of C	2 commercial buses will make 1 round trip each, departing from C of C at 1445 hours	STATINTL



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STATINTL



Normal service should be used

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1 commercial bus will make 2 round trips, departing [REDACTED] at 1600 and 1630 hours

1 Bluebird bus to make 2 round trips, departing at 1435 and 1505 hours

2430 E Complex

Normal Bluebird service should be used

3. Special transportation buses will arrive at and depart from the front of Headquarters building. Signs will be displayed indicating the buildings to which the buses will be returning.

DISTRIBUTION: ALL EMPLOYEES

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SUBJECT: (Optional)

## Employee Bulletin: Director's Reception

DD/A Registry

FROM:

F. W. M. Janney  
Director of Personnel  
Headquarters

EXTENSION

NO.

76-6440

DATE

30 DEC 1976

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

RECEIVED FORWARD

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration  
Headquarters

4 JAN 1977

W

2.

3. Regulations Control  
Branch

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Your review and approval are requested to publish the attached Employee Bulletin regarding Mr. Bush's reception in the Rendezvous Room on 19 January 1977. The time allocations by directorate were worked out by Office of Logistics, and closely follow those used in scheduling Mr. Colby's reception last January.

STATINTL

F. W. M. Janney

STATINTL

STATINTL

APPROVED: [Signature]

Deputy Director  
for  
Administration

19 JAN 1977

Edgar:  
this MUST get  
out sooner!

19 JAN 1977